
U.S. Department of State Records Schedule

Chapter 32: Intern'l Narcotics and Law Enforcement Affairs

General

A-32-001-01 International Narcotics Control Policy File

Description: The single, central, official subject file of the Bureau for International Narcotics and Law Enforcement Affairs. (This series excludes administrative, chronological, individual working, information, personal, or reference files). Records consist of: airgrams, congressionals, correspondence, diplomatic notes, directives, manuals, memorandums of conversations, plans, reports and telegrams. The series documents the administration, executive direction, management, policy making, procedures, development, implementation, and participation in international narcotic control program which relate to the international narcotic program of the Department of State. Topics covered include:

- Implementation of and advice on Narcotics Affairs Sections (NAS);
- Guidance to chiefs of missions and direction to NAS coordinators at posts abroad on NAS matters;
- Communications with foreign governments (including the negotiations, conclusion, and termination of agreements) relating to NAS programs;
- Development, implementation, coordination, and supervision, of NAS assistance activities;
- Inter-governmental proceeding on NAS activities;
- UN Commission on Narcotic Drugs and other international meetings and conferences on drugs, narcotics, and psychotropic substances.
- NAS policies and programs of U.S. Agencies.

Disposition: PERMANENT. Break file annually. Retire to RSC after 3 years for transfer to WNRC when 5 years old. Transfer to NARA when 30 years old in 5-year blocks.

DispAuthNo: N1-59-88-17, item 1 **Date Edited:** 4/1/1999

A-32-001-02a Briefing Materials File

Description: a. Briefing Materials on International Narcotics Control - Documents used in the formulation of policy, procedures, guidelines or other instructional materials.

Disposition: Permanent. File documents with Policy and Procedures File as identified in item 1 for permanent retention.

DispAuthNo: N1-59-88-17, item 2a **Date Edited:** 4/1/1999

A-32-001-02b Briefing Materials File

Description: b. Other records.

Disposition: Destroy when obsolete, superseded, or no longer needed for current program operations.

DispAuthNo: N1-59-88-17, item 2b **Date Edited:** 4/1/1999

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A-32-001-03a	Procurement File - Project Authorizations/Commodities Contract File		
Description:	File consists of records to purchase commodities overseas. Included are project implementation orders for commodities and technical services, a description of the commodity (included as part of Joint Receiving Report), FS-455, Purchase Order Receiving Report and Voucher, DS-1773, Purchase Authorization, SF-33, Solicitation, Offer and Award, OF-127, Receiving and Inspection Report, GSA Form 6538, Procurement Status, bills of lading, purchase orders, offer & award solicitation, Monthly Pipeline Status Reports, INM embassy funding documents, award & contracts, commodities procurement as they relate to narcotics, and other related documents. a. Commodities and Technical Services Contracts (1) Transactions of MORE than \$25,000 and all construction contracts exceeding \$2,000.		
Disposition:	Transfer to RSC after 3 years. RSC destroys 6 years and 3 months after final payment.		
DispAuthNo:	GRS 3, item 3a(1)(a)	Date Edited:	10/21/2010
A-32-001-03b	Procurement File - Project Authorizations/Commodities Contract File		
Description:	File consists of records to purchase commodities overseas. Included are project implementation orders for commodities and technical services, a description of the commodity (included as part of Joint Receiving Report), FS-455, Purchase Order Receiving Report and Voucher, DS-1773, Purchase Authorization, SF-33, Solicitation, Offer and Award, OF-127, Receiving and Inspection Report, GSA Form 6538, Procurement Status, bills of lading, purchase orders, offer & award solicitation, Monthly Pipeline Status Reports, INM embassy funding documents, award & contracts, commodities procurement as they relate to narcotics, and other related documents. b. Professional Services Contracts - Contract (extra copies of only), general correspondence, vouchers, contractor's monthly reports, security clearances, and other related documents.		
Disposition:	Transfer to RSC after 3 years. Destroy 6 years and 3 months after final payment, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith).		
DispAuthNo:	GRS 3, item 3a(1)(a)	Date Edited:	1/9/2012

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A-32-001-03c	Routine Procurement and Contract Files
Description:	Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. a. Original Contracts Transactions that utilize small purchase procedures and construction contracts under \$2,000.
Disposition:	Destroy 3 years after final payment.
DispAuthNo:	GRS 3, item 3a(2)(b) Date Edited: 1/9/2012
A-32-001-03d	Routine Procurement and Contract Files
Description:	Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. b. Other copies.
Disposition:	Destroy upon termination or completion.
DispAuthNo:	GRS 3, item 3c Date Edited: 1/9/2012
A-32-001-04a	Solicited and Unsolicited Bids and Proposals File
Description:	a. Successful bids and proposals.
Disposition:	Destroy with related contract case file.
DispAuthNo:	GRS 3, item 5a Date Edited: 4/1/1999
A-32-001-04b(1)	Solicited and Unsolicited Bids and Proposals File
Description:	b. Solicited and unsolicited unsuccessful bids and proposals. (1) When filed separately from contract case file.
Disposition:	Destroy when related contract is completed.
DispAuthNo:	GRS 3, item 5b(2)(a) Date Edited: 4/1/1999

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A-32-001-04b(2) Solicited and Unsolicited Bids and Proposals File

Description: b. Solicited and unsolicited unsuccessful bids and proposals.
(2) When filed with contract case file.

Disposition: Destroy with related contract case file.

DispAuthNo: GRS 3, item 5b(2)(b) **Date Edited:** 1/9/2012

A-32-001-05 Country File

Description: Consists of telegrams, airmgrams; memorandums; correspondence; reports; statistics; studies; surveys; and other documentation of bureau participation in international narcotic control programs and projects, in a specific country, conducted by INL. Includes material on the policies, plans and procedures of country programs and projects; interagency, inter governmental and inter organizational liaison in program/project development and implementation; and duplicate copies of program agreements and contracts for commodities and services for program/project support. Original contracts are identified in items A-32-001-03 and A-32-001-04.

Disposition: Permanent. Block annually. Screen files and destroy duplicate information. Retire to RSC when 3 years old. RSC transfer to WNRC when 5 years old. Transfer to National Archives when 30 years old.

DispAuthNo: N1-59-88-17, item 5 **Date Edited:** 4/1/1999

A-32-001-06 International Meetings File

Description: File consists of documents relating to international meetings and conferences on drugs, narcotics and psychotropic substances and related information of the United Nations Drug Agencies.

Disposition: Retire to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: N1-59-88-17, item 6 **Date Edited:** 4/1/1999

A-32-001-07 U.N. Commission File

Description: U.N. Commission on Narcotic Drugs File consists of DOS and duplicate copies of U. N. documents concerning drug abuse control, narcotics, conferences and meetings and other related documents.

Disposition: Retire to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: N1-59-88-17, item 7 **Date Edited:** 4/1/1999

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A-32-001-08 Aviation File

Description: File consists of documents relating to: Administration, (budget and personnel), aircraft data, aircraft utilization, air wing, aviation advisors, countries, environment, herbicides, maintenance advisors and mechanics, other agencies, pilots, procurement actions, production estimates, public diplomacy, rapid development force, special projects, talking papers, etc.

Disposition: Retire to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: N1-59-88-17, item 8 **Date Edited:** 4/1/1999

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Office of Iraq Programs (INL/I)

A-32-002-01 Office Program Files

Description: Files contain substantive information relating to the activities of the office director and deputy director in directing and carrying out the policy, program functions and responsibilities of the Office. These files include, but are not limited to, planning documentation; policy files; meeting and briefing materials; activity reports; position papers; talking points; program reviews; and other material related to the Office of Iraq Programs.

Disposition: PERMANENT: Cut off at the close of the Office. Transfer to RSC immediately after cut off. Transfer to the National Archives when 25 years old.

DispAuthNo: Pending-DAA-0059-2013-0003 **Date Edited:** 5/7/2013

A-32-002-02 Inspection/Audit Files

Description: Copies of OIG, GAO and other auditing agency inspection and audit reports; related correspondence; documentation relating to tasking actions involving auditing report recommendations; and reports of coordinating actions and responses to the auditing recommendations.

Disposition: TEMPORARY: Destroy 5 years after action is closed by the OIG, GAO or other auditing agency, or when no longer needed for current operations, whichever is later.

DispAuthNo: Pending-DAA-0059-2013-0003 **Date Edited:** 5/7/2013

A-32-002-03 Rule of Law Program Files

Description: Records relating to Rule of Law program functions. These files include, but are not limited to, policy; plans and strategic plans; briefing materials; and other program level documentation pertaining to the Rule of Law program.

Disposition: TEMPORARY: Cut off annually. Transfer to RSC when 5 years old or sooner if no longer needed. Destroy when 25 years old.

DispAuthNo: Pending-DAA-0059-2013-0003 **Date Edited:** 5/7/2013

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A-32-002-04 Rule of Law Project Files

Description: Records relating to Rule of Law project activities, such as law enforcement, police training (after June 1, 2013), counternarcotics initiatives, anticorruption initiatives, court administration, justice development, civilian corrections, corrections reform, justice institutions, and judicial affairs. These files include, but are not limited to, working plans; interagency, implementation, and regional agreements; project reviews and sustainability reports; correspondence; contract and grant documentation, including notices, awards and deliverables; informational and educational materials, including training material; background material and other documentation pertaining to Rule of Law projects and related activities.

Disposition: TEMPORARY: Cut off at the end of activity, contract or grant. Destroy 7 years after the end of the activity.

DispAuthNo: Pending-DAA-0059-2013-0003 **Date Edited:** 5/7/2013

A-32-002-05 Iraq Police Development Program Files

Description: Records relating to Police Programs in Iraq. These files include, but are not limited to, plans; program development material and scenario reports; briefing materials; program reviews; and other program level documentation and background material pertaining to Police Development in Iraq, including the Iraq Police Development Program.

Disposition: PERMANENT: Cut off at the end of the Police Development Program. Transfer to RSC immediately after cut off. Transfer to the National Archives when 25 years old.

DispAuthNo: Pending-DAA-0059-2013-0003 **Date Edited:** 5/7/2013

A-32-002-06 Iraq Police Development Project Files

Description: Records relating to the project activities of Police Programs in Iraq. These files include, but are not limited to, interagency and regional agreements; contract documentation and deliverables, such as presentations, curricula, training and activity reports; correspondence; background material; and other documentation pertaining to project activities and other day-to-day operations regarding Police Development in Iraq, including the Iraq Police Development Program.

Disposition: TEMPORARY: Cut off at end of the Police Development Program. Transfer to RSC immediately after cut off. Destroy when 25 years old.

DispAuthNo: Pending-DAA-0059-2013-0003 **Date Edited:** 5/7/2013

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A-32-002-07 Office Administrative Files

Description: Records accumulated by the office that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists.

Disposition: TEMPORARY: Cut off at end of each calendar year. Destroy when 2 years old.

DispAuthNo: GRS 23, item 1 **Date Edited:** 5/7/2013

A-32-002-08 Requests for Information

Description: Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.

Disposition: TEMPORARY: Destroy when 3 months old or when no longer needed, whichever is sooner.

DispAuthNo: GRS 23, item 7 **Date Edited:** 5/7/2013

A-32-002-09 Budget Estimates and Justifications

Description: Budget estimates and justifications prepared or consolidated by bureaus and their subordinate organizational units.

Disposition: TEMPORARY: Destroy 3 years after close of fiscal year covered.

DispAuthNo: NC1-59-77-26, item 9 **Date Edited:** 5/7/2013

A-32-002-10 Budget Background Records

Description: Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.

Disposition: TEMPORARY: Destroy 1 year after the close of the fiscal year covered by the budget.

DispAuthNo: GRS 5, item 2 **Date Edited:** 5/7/2013

A-32-002-11 Routine Procurement and Contract Files-Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment

Description: Original Contracts. Transactions of MORE than \$25,000 and all construction contracts exceeding \$2,000.

Disposition: TEMPORARY: Destroy 6 years and 3 months after final payment.

DispAuthNo: GRS 3, item 3a(1)(a) **Date Edited:** 5/7/2013

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A-32-002-12 Annual Budget Report Files

Description: Annual reports on the status of appropriation accounts and apportionment (End of Fiscal Year).

Disposition: TEMPORARY: Destroy when 5 years old.

DispAuthNo: GRS 5, item 3a **Date Edited:** 5/7/2013

A-32-002-13 Other Budget Report Files

Description: All reports on the status of appropriation accounts and apportionment, excluding annual reports.

Disposition: TEMPORARY: Destroy 3 years after end of fiscal year.

DispAuthNo: GRS 5, item 3b **Date Edited:** 5/7/2013

A-32-002-14 Supervisors' Personnel Files

Description: Supervisors' Personnel Files - Correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions, position descriptions, request for personnel actions, and records on individual employees' duplicated in or not appropriate for the OPF.

Disposition: TEMPORARY: Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.

DispAuthNo: GRS 1, item 18a **Date Edited:** 5/7/2013

A-32-002-15 Personnel Operations Statistical Reports

Description: Statistical Reports relating to personnel, including staffing patterns

Disposition: TEMPORARY: Destroy when 2 years old

DispAuthNo: GRS 1, item 16 **Date Edited:** 5/7/2013

A-32-002-16 Personnel Correspondence Files

Description: Correspondence, reports, and other records relating to the general administration and operation of personnel functions.

Disposition: TEMPORARY: Destroy when 3 years old.

DispAuthNo: GRS 1, item 3 **Date Edited:** 5/7/2013
